



P. O. Box 95  
San Andreas, CA 95249  
(209) 754-4468 Phone  
(209) 754-2537 Fax

**Special Meeting of the Board of Directors  
Wednesday January 30, 2019  
7:30 am  
Mark Twain Medical Center Classroom 2  
768 Mountain Ranch Rd,  
San Andreas, CA**

## **Agenda**

### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

- 1. Call to order:**
- 2. Roll Call:**
- 3. Approval of Agenda: Action**
- 4. Public Comment on matters not listed on the Agenda:**

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Board action on such item.) **Limit of 3 minutes per speaker.** The Board appreciates your comments however it will not discuss and cannot act on items not on the agenda.

- 5. Consent Agenda: Action**

All Consent items are considered routine and may be approved by the District Board without any discussion by a single roll-call vote. Any Board Member or member of the public may remove any item from the Consent list. If an item is removed, it will be discussed separately following approval of the remainder of the Consent items.

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Agenda – Jan. 30, 2019 MTHCD Special Board Meeting

**A. Un-Approved Minutes:**

- Un-Approved Finance Committee Meeting Minutes for December 12, 2018
- Un-Approved Special Board Meeting Minutes for December 19, 2018

**6. Election Results:**

**A. Resolution 2019 – 01: Action**

- Accepting the Canvass of the Nov. 6, 2018 General Election: .....Dr. Smart

**7. Oath of Office:.....Dr. Smart**

**8. Election of Officers:.....Ms. Reed**

**9. MTHCD Reports:**

**A. Presidents Report:.....Ms. Reed**

- Association of California Health Care Districts (ACHD):

**B. Executive Director Report: Action.....Dr. Smart**

**• VS H&W Center - Draft Policies:**

1. DRAFT Crash Cart 111218
2. DRAFT Consents for Treatment-Guidance 111118
3. DRAFT Audiogram - Threshold 111118
4. DRAFT Aseptic Procedures 111218
5. DRAFT Adverse Medication Reaction 111118
6. DRAFT Abnormal Vital Signs 111118
7. Copy of Table of Contents
8. DRAFT Visitors and Relatives 111218
9. DRAFT Vendor Visitor Management 111218
10. DRAFT Supply Outdates 111218
11. DRAFT Supply Ordering 111218
12. DRAFT Sterile Supplies and Instruments 111218
13. DRAFT Sterile Shelf Life 111218
14. DRAFT Staff Meetings 111218
15. DRAFT Service Animal 111218
16. DRAFT Registering Patient Complaints 111218
17. DRAFT Quality Assurance Performance Improvement Plan 111218
18. DRAFT Quality Assurance Guidelines 111218
19. DRAFT Product and Device Recall 111218
20. DRAFT Primary Authority Over Clinic Operations 111218
21. DRAFT Pulse Oximeter 111218
22. DRAFT Processing X-Ray Requests 111118
23. DRAFT Procedure Time Out 111118

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- 24. DRAFT Preventative Services - Adults 111218
- 25. DRAFT Prescription Refills 111218
- 26. DRAFT PPD Test Results 111118
- 27. DRAFT Nebulizer Treatment 111218
- 28. DRAFT Injection Intramuscular 111218
- 29. DRAFT Initial Patient Contact and Medical Emergencies 111218
- 30. DRAFT Informed Consent 111118
- 31. DRAFT HIV Testing 111118
- 32. DRAFT Follow-up of Patients 111218
- 33. DRAFT Follow Up Calls 111218
- 34. DRAFT Flu Shots 111218
- 35. DRAFT Eye Medication - Dispensing 111218
- 36. DRAFT Eye Irrigation 111218
- 37. DRAFT Emergency Situation Unresponsive Patient 111218
- 38. DRAFT EKG - Welch Allyn\_
- 39. DRAFT Culture Transmittal 111218
- 40. DRAFT Critical Alert Value Notification 111118

- **Strategic Plan Matrix (Last Updated 12-1-2018):**
- **iPads:**
- **Resolution to 2019-02: Action**
  - Resolution to Authorize the Executive Director to sign contract with (CHC) Community Hospital Corp:

**C. Corp. Board Report:**.....Ms. Reed / Ms. Atkinson

**D. Stay Vertical Calaveras:**.....Steve Shetzline

**E. Ad Hoc Real Estate:** .....Ms. Reed / Ms. Al-Rafiq

- **Physician Recruiting Contract: Action**.....Dr. Smart
- **Update on the Valley Springs Health & Wellness Center:**.....Dr. Smart
  - Project Manager:.....Pat Van Lieshout
- **Update on Valley Springs Property - Phase II:**.....Ms. Reed / Ms. Al-Rafiq

**10. Committee Reports:**

**A. Finance Committee:**.....Ms. Atkinson / Ms. Radford

- Financial Update:..... Mr. Wood

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- Financial Statements (Dec. 2018) Recommendation-Approval: **Action**.....Ms. Atkinson
- Investment Activities:.....Mr. Wood
- Draft Debt Policy No. 32: **Action**:.....Ms. Atkinson / Mr. Wood
- USDA Loan Payments: **Action**.....Dr. Smart

**B. Ad Hoc Lease Review Committee:**.....Ms. Reed / Ms Atkinson

- **Resolution 2019 – 03: Action**
  - Resolution to Approve the New Lease & Related Transaction Documents between MTHCD and Dignity Health:
    - ❖ Pre-Lease Agreement:
    - ❖ Lease Agreement:
    - ❖ Supplemental Property Agreement:
    - ❖ Equity Transfer Agreement:
    - ❖ Lease Termination Agreement:
    - ❖ Valley Springs Letter (Valley Springs Health & Wellness Center):
    - ❖ By-Laws MTMC Corporation:
    - ❖ By-Laws MTMC Community Board:
    - ❖ Closing & Incumbency Certificate
    - ❖ MTMC Third Amended & Restated Articles of Incorporation

**C. Ad Hoc Policy Committee:**.....Ms. Atkinson / Ms Al-Rafiq

**D. Ad Hoc Community Grant:**.....Ms. Radford / Ms. Sellick

**11. Board Comment and Request for Future Agenda Items:**

A. Announcements of Interest to the Board or the Public:

**12. Next Meeting:**

A. Wed. February 27, 2019

**13. Closed Session: Personnel Exemptions §54957 - Public Employee - CEO for VS H&W Center:**

**14. Reconvene to Open Session:**

A. Report of Action taken (if any) in Closes Session:

**15. Adjournment: Action:**

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